



“Full Steam Ahead”

DRAFT FOR INTERNAL PLANNING ONLY

Williams Event Concept Paper

As of: 11 Feb 2015

1. Date/Time/Location:

Tuesday, Mar. 24, 2015, 4 p.m., onsite at ST012.

2. Purpose of the event:

To recognize cleanup achievements at Williams, highlighting the Steam Enhanced Extraction at the liquid fuels storage area. Distinguished Visitors will be invited to provide brief remarks.

3. Event preparation schedule:

- Jan. 15 Save-the-date notice sent via email to BCT (DONE)
- Jan. 30 Send “Save the date” to community stakeholders (DONE)
- **Feb. 26 Finalize key speakers**
- Feb. 27 Send out hard copy invitations
- Mar. 17 /23 Send press release and reminder call, day prior to event

4. Invitation list includes:

- AFCEC senior leaders
- AMEC and TerraTherm
- Regulatory Agencies: EPA, ADEQ, ADWR
- Gila River Indian Community
- Bureau of Indian Affairs
- Phoenix-Mesa Gateway Airport
- Arizona State University
- Chandler-Gilbert Community College
- Army Reserve
- Restoration Advisory Board
- Elected officials
- Others

5. DV Tour: 1:00 – 3:00 meet at vans at (location TBD)

- Landfill 4
- Fire Training Area 2
- Site 17
- Site 12

6. Event Agenda:

- 4 - 4:10 **Attendees Arrive**
- 4:10 **Master of Ceremonies Welcome** (Phil Mook, AFCEC)
- 4:10 - 4:30 **Distinguished Visitors to Speak:**
 - AFCEC representative (5 min) Mr Robert Moriarty - Director, Installations
 - EPA, Region 9 representative (5 min)
 - ADEQ representative (5 min)
 - Elected official (5 min) TBD, Linda is working
- 4:30 - 4:40 **Photo Op with Dignitaries** Present top officials with a steam-related memento
- 4:45 **Cake Cutting**
- 4:45 - 5 **Serve Refreshments**
- 4:45 - 5:15 **Media Availability**

Please Note: RAB at 6 p.m. on Mar 24, to run concurrently (Light dinner to be served at RAB)

7. Air Force Points of Contact for Event:

- Linda Geissinger (916) 643-6420 x109 or cell (916) 539-7065
- Brian Sytsma (916) 643-6420 x257